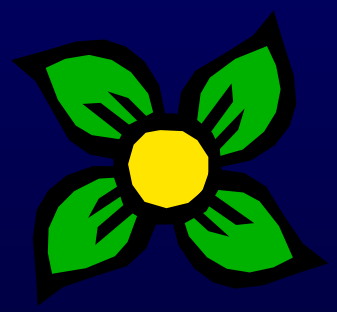
# Vacation Camps – Billing Procedures



1. In CYMS we deal with two types of full-day camp activities:
   - Vacation / Holiday Camps (full day care during major school holidays – Christmas, Easter, Fall)
   - Summer Camp (full day care during summer vacation)

2. Billing procedures are slightly different for these camps.
   - This tutorial covers installment billing procedures for Vacation Camps.
   - Billing for Summer Camp is addressed in a separate tutorial.
   - There is also a tutorial on camp setup/enrolling children in camps – steps that must be taken before you get to

# Vacation Camps - Spring, Fall, Winter

1. These camps are set up in CYMS to provide full day care during school holidays for children who are not already enrolled in your before and/or after school programs.

2. Your before and/or after school children should not be enrolled in or charged more money for CYMS Spring, Fall and Winter camp sessions. (Full day attendance during school holidays should already be factored into their normal monthly before and/or after school rates).

3. "Outside" children (those not already enrolled in B/A School), must be enrolled into the CYMS Spring, Fall and Winter Camp sessions and be billed accordingly. We recommend Installment Billing for camps wherever possible to reduce the administrative burden.

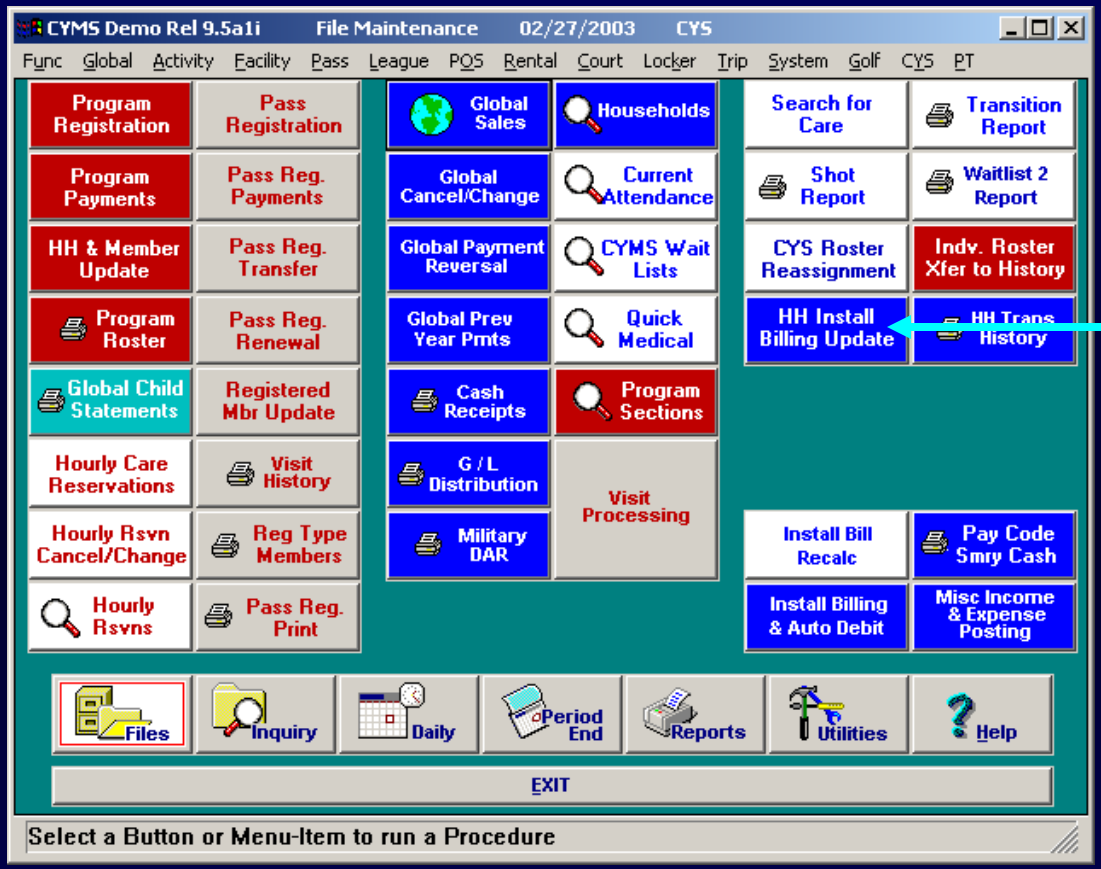
# Vacation Camps - Spring, Fall, Winter

4. Because of school schedules and local needs, installations set up and manage vacation camps differently. Common setups include:

   - Weekly (Week 1, Week 2, etc)
   - Daily (Day 1, Day 2, etc – sometimes used for one-week camps where great flexibility is offered)
   - Block (one fee for the entire camp period)

5. Some locations also allow daily “drop ins” at either an hourly or daily rate. In CYMS, these children are treated like regular hourly care patrons.

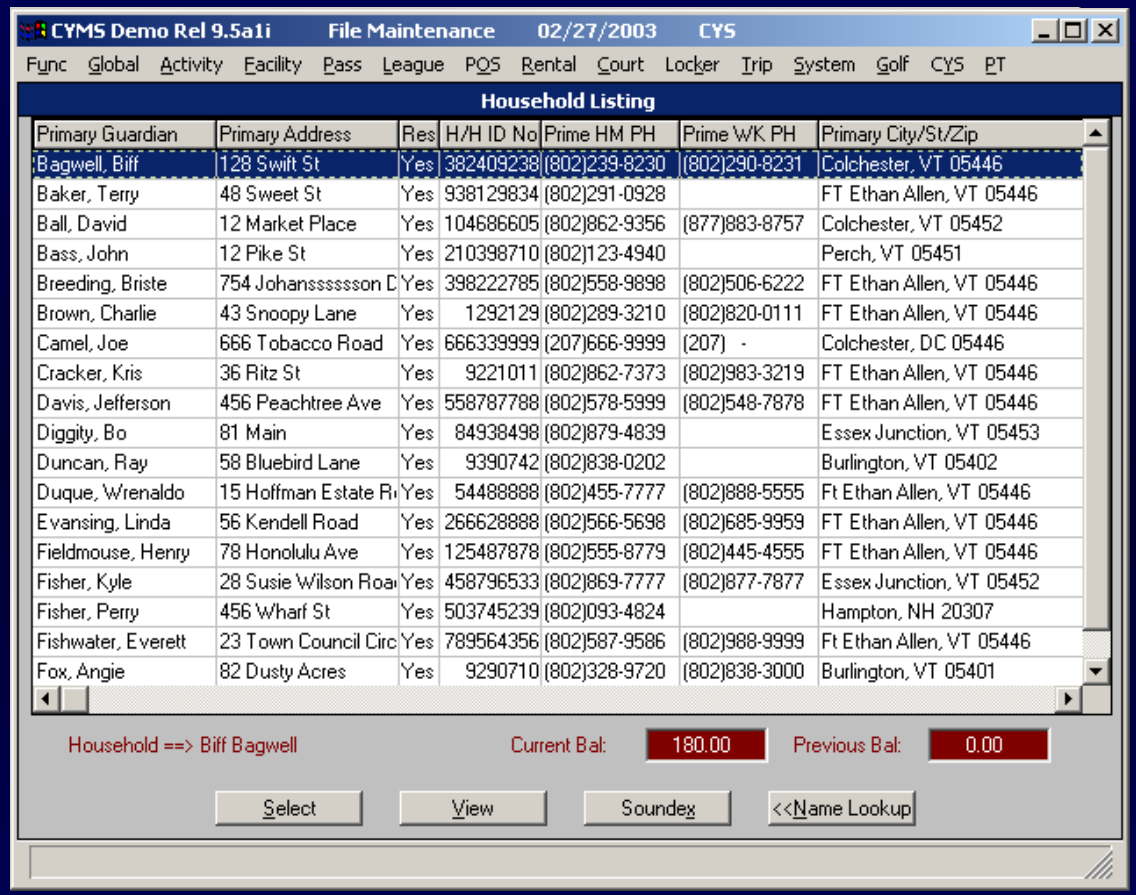
# Vacation Camps – Verifying Billing




If camp setup is correct, the household is not charged up front for their camp enrollment.

To double check a household's billing, you can click the Global HH Install Bill Update button and view the billing record

# Vacation Camps – Verifying Billing

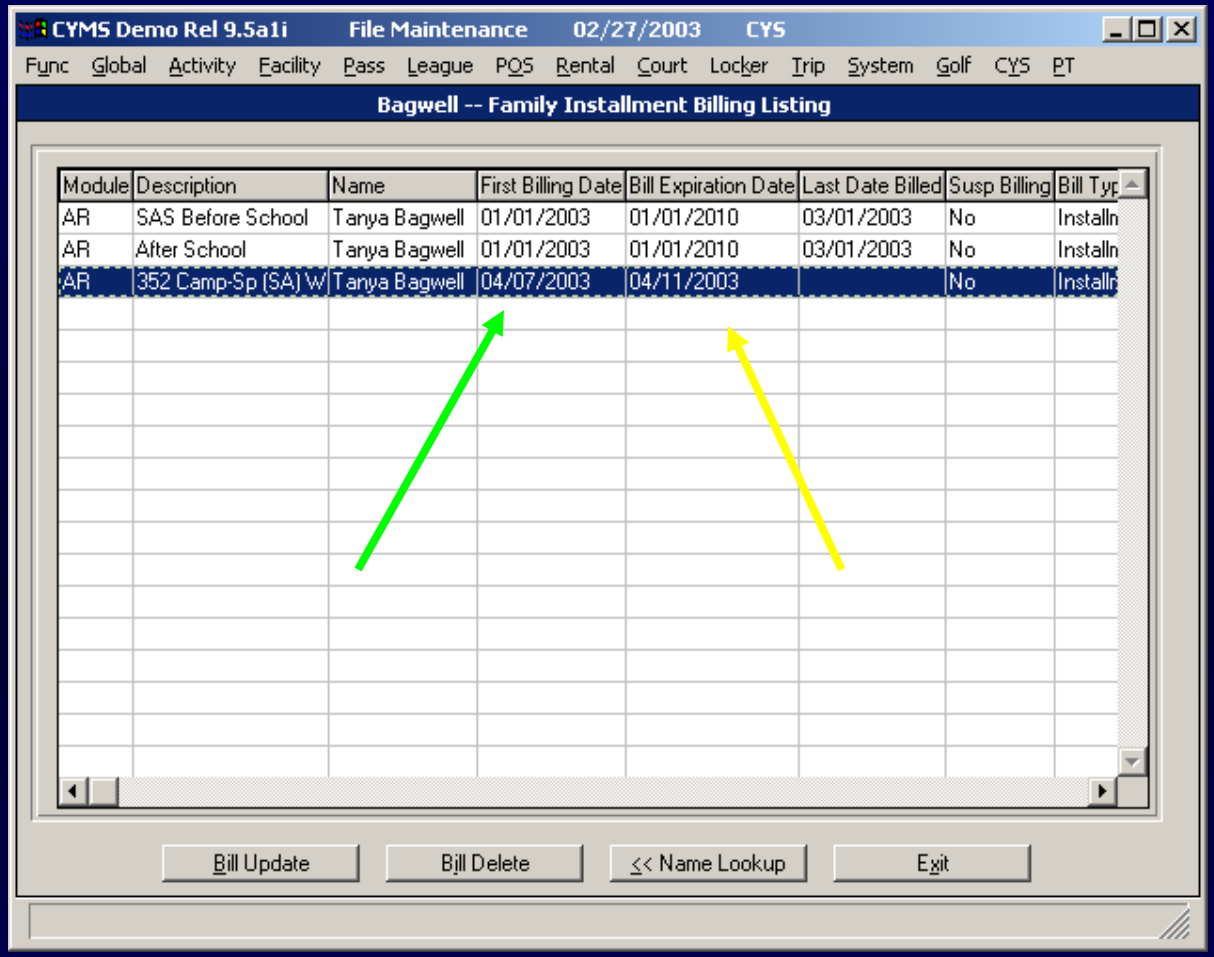

CYMS Demo Rel 9.5a1i
File Maintenance
02/27/2003
CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
Household Listing
Primary Guardian | Primary Address | Res | H/H ID No | Prime HM PH | Prime WK PH | Primary City/St/Zip
Bagwell, Biff | 128 Swift St | Yes | 382409238 | (802)239-8230 | (802)290-8231 | Colchester, VT 05446
Baker, Terry | 48 Sweet St | Yes | 938129834 | (802)291-0928 | | FT Ethan Allen, VT 05446
Ball, David | 12 Market Place | Yes | 104686605 | (802)862-9356 | (877)883-8757 | Colchester, VT 05452
Bass, John | 12 Pike St | Yes | 210398710 | (802)123-4940 | | Perch, VT 05451
Breeding, Briste | 754 Johanssssson D | Yes | 398222785 | (802)558-9898 | (802)506-6222 | FT Ethan Allen, VT 05446
Brown, Charlie | 43 Snoopy Lane | Yes | 1292129 | (802)289-3210 | (802)820-0111 | FT Ethan Allen, VT 05446
Camel, Joe | 666 Tobacco Road | Yes | 666339999 | (207)666-9999 | (207) - | Colchester, DC 05446
Cracker, Kris | 36 Ritz St | Yes | 9221011 | (802)862-7373 | (802)983-3219 | FT Ethan Allen, VT 05446
Davis, Jefferson | 456 Peachtree Ave | Yes | 558787788 | (802)578-5999 | (802)548-7878 | FT Ethan Allen, VT 05446
Diggity, Bo | 81 Main | Yes | 84938498 | (802)879-4839 | | Essex Junction, VT 05453
Duncan, Ray | 58 Bluebird Lane | Yes | 9390742 | (802)838-0202 | | Burlington, VT 05402
Duque, Wrenaldo | 15 Hoffman Estate R | Yes | 54488888 | (802)455-7777 | (802)888-5555 | Ft Ethan Allen, VT 05446
Evansing, Linda | 56 Kendell Road | Yes | 266628888 | (802)566-5698 | (802)685-9959 | FT Ethan Allen, VT 05446
Fieldmouse, Henry | 78 Honolulu Ave | Yes | 125487878 | (802)555-8779 | (802)445-4555 | FT Ethan Allen, VT 05446
Fisher, Kyle | 28 Susie Wilson Roa | Yes | 458796533 | (802)869-7777 | (802)877-7877 | Essex Junction, VT 05452
Fisher, Perry | 456 Wharf St | Yes | 503745239 | (802)093-4824 | | Hampton, NH 20307
Fishwater, Everett | 23 Town Council Circ | Yes | 789564356 | (802)587-9586 | (802)988-9999 | Ft Ethan Allen, VT 05446
Fox, Angie | 82 Dusty Acres | Yes | 9290710 | (802)328-9720 | (802)838-3000 | Burlington, VT 05401
Household ==> Biff Bagwell
Current Bal: 180.00
Previous Bal: 0.00
Select
View
Soundex
<<Name Lookup

Lookup the household...

...and select it!

# Vacation Camps – Verifying Billing

If the Billing dates are wrong, you will have major billing problems


CYMS Demo Rel 9.5a1i
File Maintenance
02/27/2003
CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
Bagwell -- Family Installment Billing Listing
Module Description Name First Billing Date Bill Expiration Date Last Date Billed Susp Billing Bill Typ
AR SAS Before School Tanya Bagwell 01/01/2003 01/01/2010 03/01/2003 No Installn
AR After School Tanya Bagwell 01/01/2003 01/01/2010 03/01/2003 No Installn
AR 352 Camp-Sp (SA) W Tanya Bagwell 04/07/2003 04/11/2003 No Installn
Bill Update
Bill Delete
<< Name Lookup
Exit

This child is set to be billed for this week of camp on 4/7/03

Note the First Billing Date and Billing Expiration Date: the system is using the Beginning / Ending dates linked to the camp section in Activity Maintenance

# Vacation Camps – Verifying Billing

If a child is in three weeks of camp, they will have three separate Billing Records each to be billed and expire on a different day.

Example:

If Spring Camp runs from 04/07/03 – 04/25/03, the billing record would show:

| | First Billing | Billing Expiration |
|---|---|---|
| CampS-Sp W1 | - 04/07/03 | 04/11/03 |
| CampS-Sp W2 | - 04/14/03 | 04/18/03 |
| CampS-Sp W3 | - 04/21/03 | 04/25/03 |

# Vacation Camps – Verifying Billing

During camp seasons, you will continue to run your regular bi-weekly or monthly installment billing (for the 1st and 15th of the month) to charge people for their 'normal' programs (fullday, partday, before/after, etc) .

In addition, you will run a weekly installment billing (for every Monday) to charge people for their camps.

The next slides will take you through this special billing process for Spring, Fall and Winter Camps . . .

# Vacation Camps – Installment Billing

**This tutorial assumes the following:**

- Spring Camp is three weeks long.

  Week 1 = 4/07/03-4/11/03
  Week 2 = 4/14/03-4/18/03
  Week 3 = 4/21/03-4/25/03

- Regular Before and /or After School children are not charged a higher rate for Spring Camp and are left in their B/A class paying their regular monthly rates.

- You know how to run installment billing. ( NOTE: The next slide gives a summary of the key steps. If you need further assistance, refer to the Installment Billing tu

**Don't forget to send the Installment Billing G/L Report and DAR to Finance so they can see any credits being applied to the HH !**

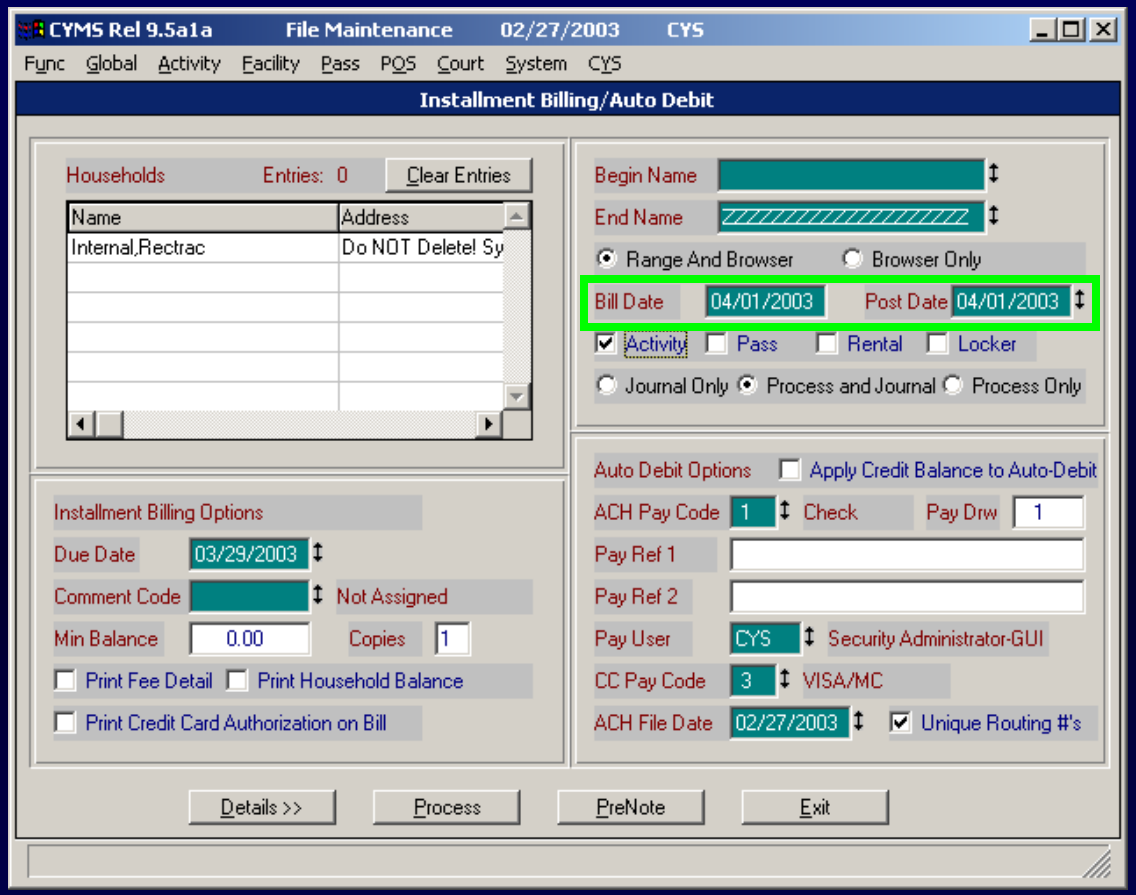
# Vacation Camps – Installment Billing

Installment billing (for regular programs and for camps) is a 4 step process:

1. Sign into CYMS using your special Installment Billing Login (995, 996, etc)
2. Run the Installment Bill Recalc
3. Run Installment Billing process
4. Run the a G/L Distribution Report and Military DAR for your drawer number and submit them to Finance.

# Vacation Camps – Installment Billing

**Remember Camp starts 4/7/03**

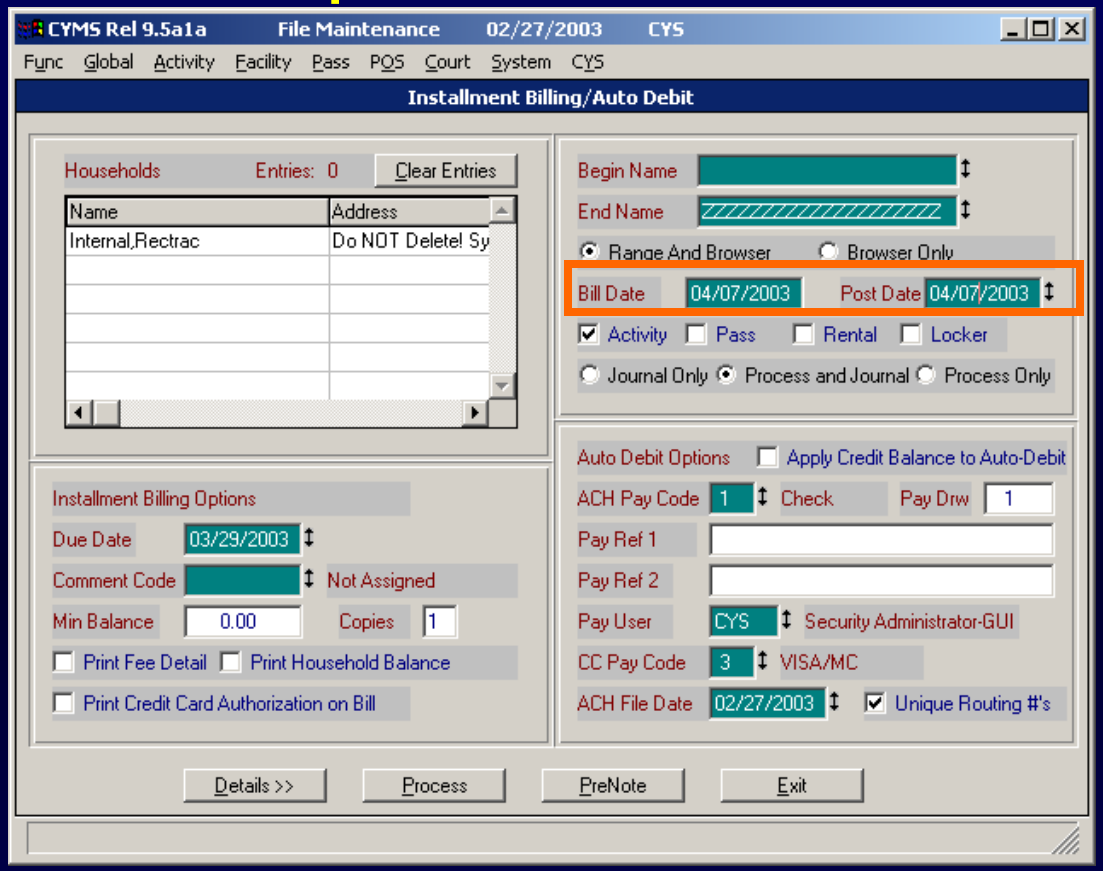

CYMS Rel 9.5a1a File Maintenance 02/27/2003 CYS
Func Global Activity Facility Pass POS Court System CYS
Installment Billing/Auto Debit
Households Entries: 0 Clear Entries
Name Address
Internal,Rectrac Do NOT Delete! Sy
Begin Name
End Name
Range And Browser Browser Only
Bill Date 04/01/2003 Post Date 04/01/2003
Activity Pass Rental Locker
Journal Only Process and Journal Process Only
Installment Billing Options
Due Date 03/29/2003
Comment Code Not Assigned
Min Balance 0.00 Copies 1
Print Fee Detail Print Household Balance
Print Credit Card Authorization on Bill
Auto Debit Options Apply Credit Balance to Auto-Debit
ACH Pay Code 1 Check Pay Drw 1
Pay Ref 1
Pay Ref 2
Pay User CYS Security Administrator-GUI
CC Pay Code 3 VISA/MC
ACH File Date 02/27/2003 Unique Routing #'s
Details >> Process PreNote Exit

The Bill Date and Post Date for that billing will be 4/1/03

On 4/1/03, you will run installment billing as normal. This will charge households for their fullday, partday, and before/after school programs.

# Vacation Camps – Installment Billing

**Camp Week 1**



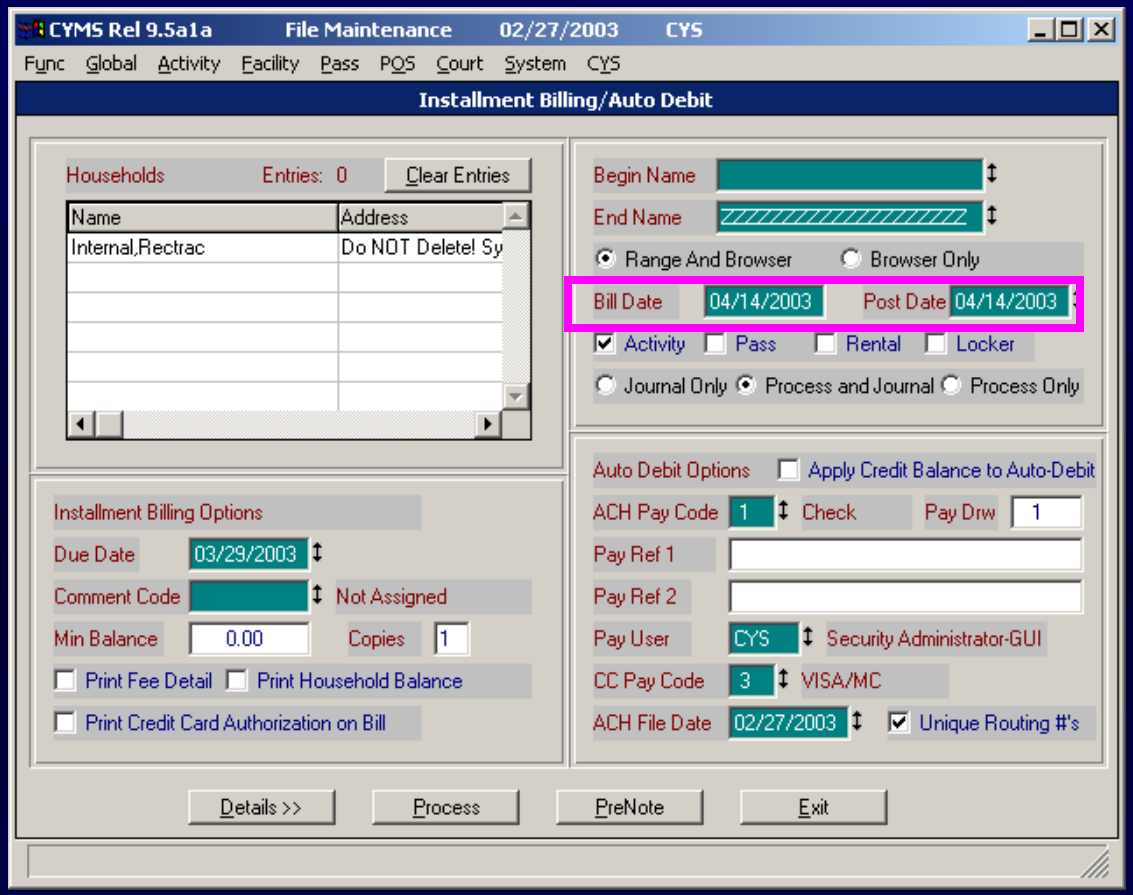

The Bill Date and Post Date for that billing will be 4/7/03

On 4/7/03 (the day camp starts), you will run a special installment billing.

This will charge enrolled households for Week 1 of camp.

# Vacation Camps – Installment Billing

**Camp Week 2**

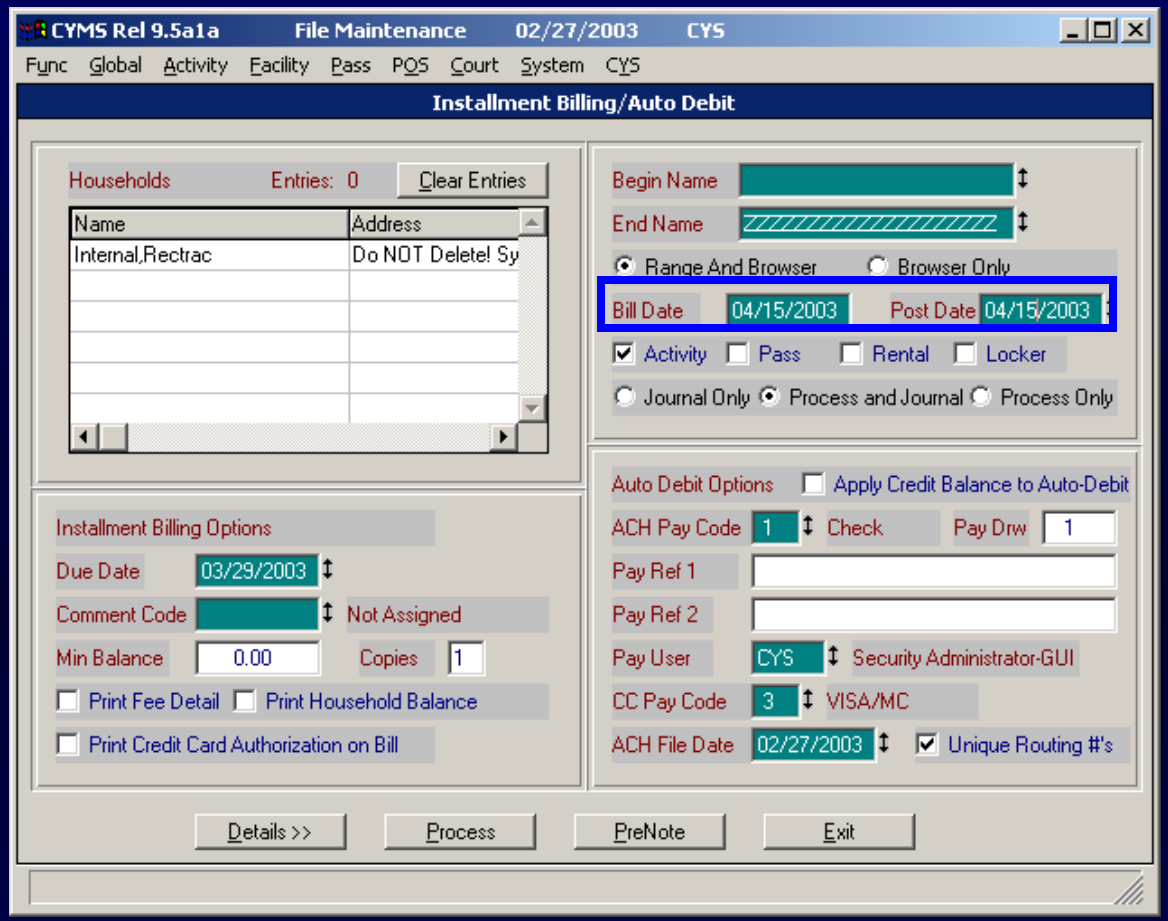



The Bill Date and Post Date for that billing will be 4/14/03

On 4/14/03, you will run installment billing. It will only charge households enrolled for Week 2 of camp.

Your regular full/part day patrons on bi-monthly schedules will not be charged yet because it is not yet

# Vacation Camps – Installment Billing



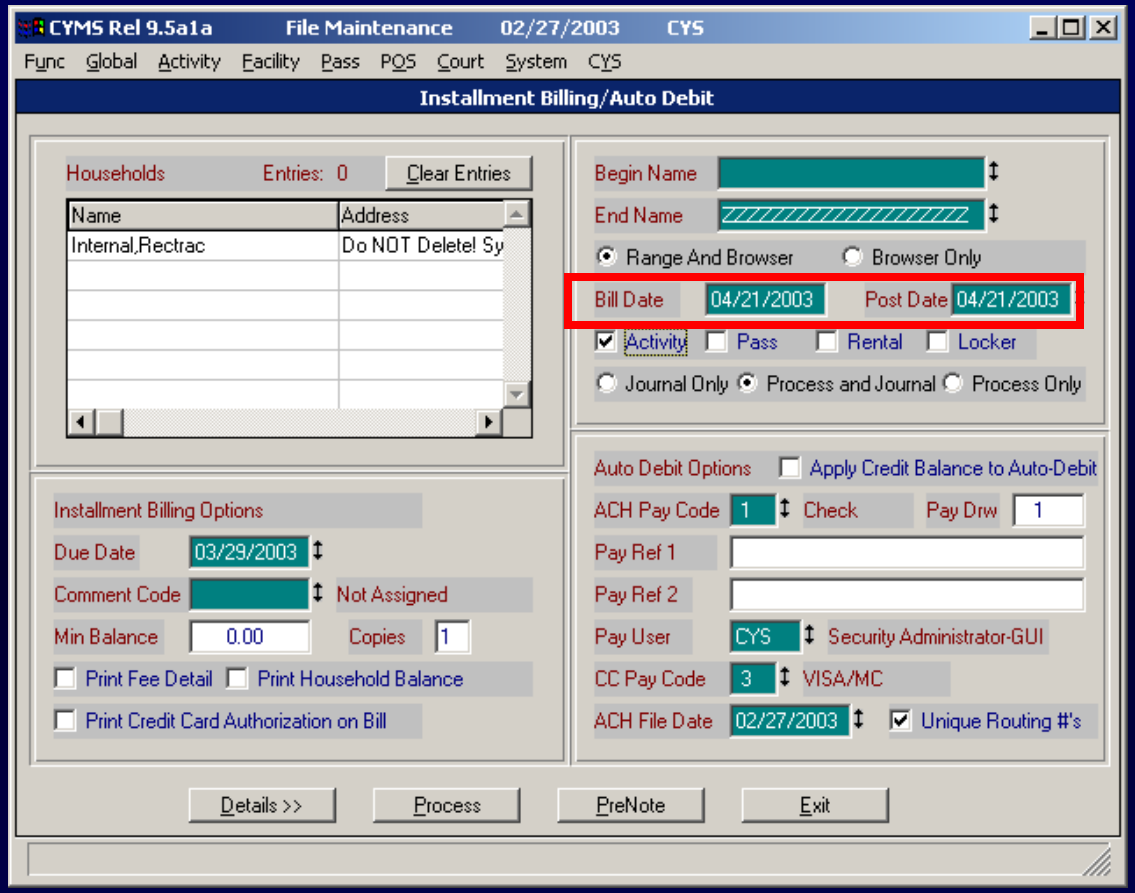

The Bill Date and Post Date for that billing will be 4/15/03

On 4/15/03, you will run your regular installment billing. This will charge households for their fullday, partday programs.

It will not charge camp patrons since they were billed on the 14th (the Monday of Camp Week 2).

# Vacation Camps – Installment Billing

**Camp Week 3**




The Bill Date and Post Date for that billing will be 4/21/03

On 4/21/03, you will run installment billing again.

This will charge households for their final week of camp.

# Vacation Camps – Installment Billing

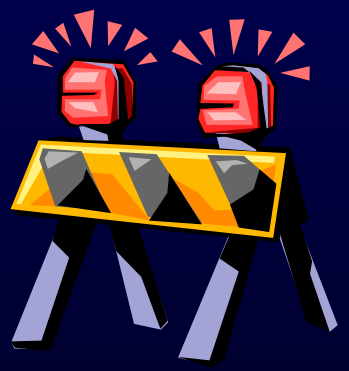
In May, camp will be over.

You will run Installment Billing as normal on 5/1/03 and 5/15/03.

# Vacation Camps – Installment Billing

You can actually run the installment bill early (on Fri PM, for example) as long as the Bill Date and Post Date are **FOR** the correct day !

**Be Aware!**
If you do bill early, anyone who enrolls after you run the bill will NOT get charged!

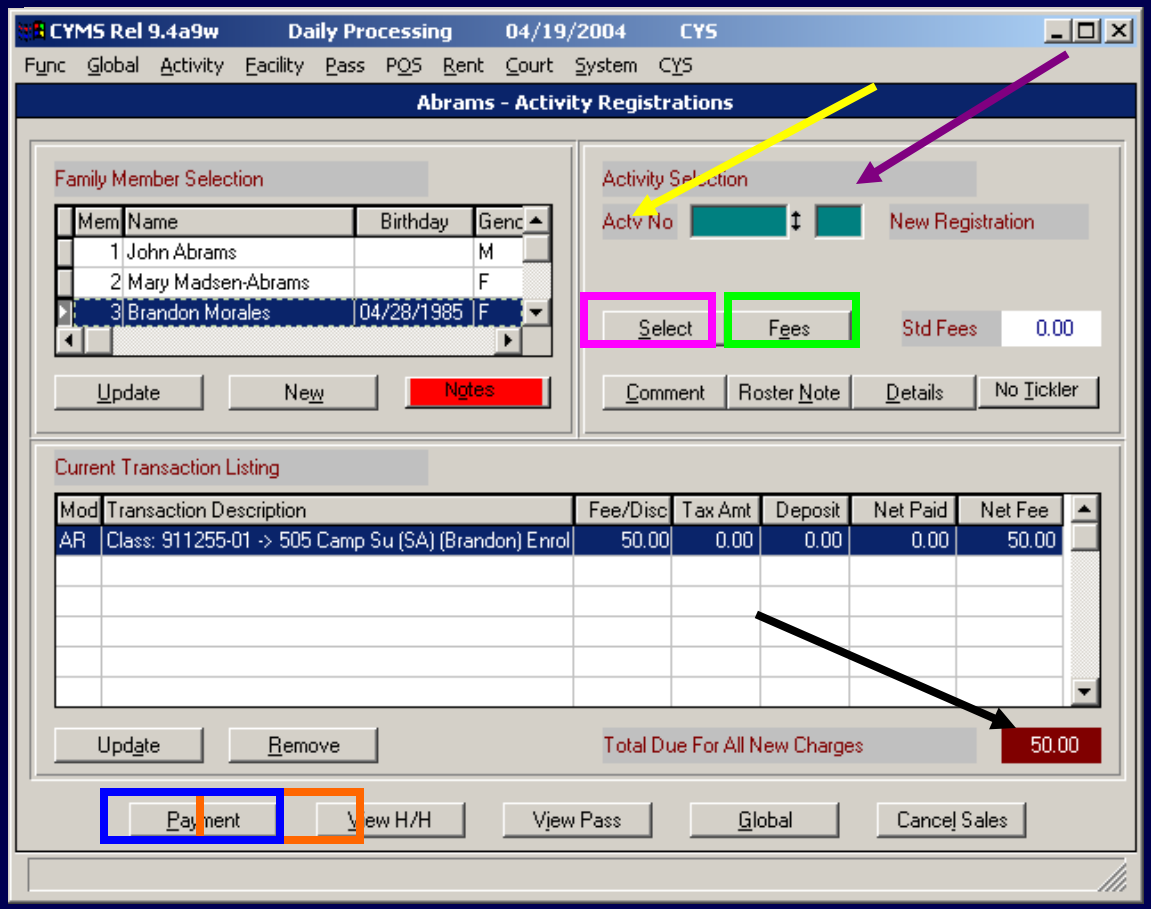


You will have to charge these patrons manually using the **Fees button** at the time of enrollment

With weekly billing, the **BILL DATE** is **ALWAYS** a **Monday**

# Vacation Camps – Installment Billing

- **Highlight Child**
- **Select Activity**
- **Click Fees**


CYMS Rel 9.4a9w
Daily Processing
04/19/2004
CYS
Func Global Activity Facility Pass POS Rent Court System CYS
Abrams - Activity Registrations
Family Member Selection
Mem Name Birthday Genc
1 John Abrams M
2 Mary Madsen-Abrams F
3 Brandon Morales 04/28/1985 F
Update New Notes
Activity Selection
Actv No
New Registration
Select Fees
Std Fees 0.00
Comment Roster Note Details No Tickler
Current Transaction Listing
Mod Transaction Description Fee/Disc Tax Amt Deposit Net Paid Net Fee
AR Class: 911255-01 -> 505 Camp Su (SA) (Brandon) Enrol 50.00 0.00 0.00 0.00 50.00
Update Remove
Total Due For All New Charges
50.00
Payment View H/H View Pass Global Cancel Sales

- **Enter Amount Due**
- **Click Select**
- **Click Payment**